

SECTION 1. RECORDS SCHEDULES AND DISPOSITION AUTHORITIES WITH RETENTION PERIODS OF 75 YEARS OR LONGER

This list modifies the list distributed on October 23, 1991, which implemented the moratorium on the destruction of records useful for epidemiologic or health studies. Records scheduled under the records schedules and disposition authorities listed below have retention periods of at least 75 years. The length of their retention periods ensures that they will be preserved for potential use by health researchers and the moratorium need not apply to them. The 75 year retention period is consistent with "American National Standard Practice for Occupational Radiation Exposure Records Systems," ANSI/HPS N 13.6-1999, in which a 75 year retention period is specified for many categories of records related to occupational radiation exposure.

If sites have records with 75 year or longer retention periods which are frozen under this moratorium, but covered by schedule and disposition authorities other than those listed below, they should contact Roger Anders, EH-64, on 301-903-0127.

RECORDS SCHEDULED UNDER THE FOLLOWING NARA GENERAL RECORDS SCHEDULES DISPOSITION AUTHORITIES:

Civilian Personnel Records

<u>GRS</u>	<u>Item</u>	<u>Series Title</u>
1	1a	Official Personnel Folders, Transferred Employees
1	1b	Official Personnel Folders, Separated Employees
1	21a1	Employee Medical Folder, Long-Term Medical Records, Transferred Employees
1	21a2	Employee Medical Folder, Long-Term Medical Records, Separated Employees

**RECORDS SCHEDULED UNDER THE FOLLOWING DOE RECORDS SCHEDULES
DISPOSITION AUTHORITIES:**

Medical, Health, and Safety Records

<u>Schedule</u>	<u>Item</u>	<u>Series Title</u>
1	1a1a	Safety Management Records, occurrence investigation files, report files maintained by headquarters, occurrences of widespread public or Congressional interest
1	1a1b	Safety Management Records, occurrence investigation files, report files maintained by headquarters, files on all other occurrences
1	3	Medical or Health Research Project Case Files
1	4a	Records Concerning Personnel Exposure to hazardous Concentration of Toxic Chemicals and Other Materials, standards, operating guides, and procedures
1	4d1	Records Concerning Personnel Exposure to hazardous Concentration of Toxic Chemicals and Other Materials, surveys indicating a potential industrial hazard
1	5a1	Radiation-Contamination Control Program Records, personnel exposure dose records, results of equipment calibration
1	5a2	Radiation-Contamination Control Program Records, personnel exposure dose records, automatic data processing system programs, etc
1	5b1	Radiation-Contamination Control Program Records, technical standards, operating guides, laboratory operating, and radiation-contamination control procedures, historical file of standards, guides, and procedures
1	5c	Radiation-Contamination Control Program Records, technical standards, operating guides, laboratory operating, and radiation-contamination control procedures, logbooks
1	5d	Radiation-Contamination Control Program Records, technical standards, operating guides, laboratory , operating, and radiation-contamination control procedures, routine radiation and contamination surveys
1	5f	Radiation-Contamination Control Program Records, technical standards, operating guides laboratory , operating, and radiation-contamination

control procedures, reports and studies of unusual radiation or contamination problems

1	6a thru e	Individual Employee Health Hazard Case File
1	7a1	Plant Records, radiation detection instrument calibration records, history of procedures
1	8a1	Environmental Contamination Measurement Records, general procedures
1	8f	Environmental Contamination Measurement Records, data
1	8g	Environmental Contamination Measurement Records, environmental monitoring reports
1	9a	Radioactive Waste Disposal or Unplanned Deposition Records, regulations
1	9b	Radioactive Waste Disposal or Unplanned Deposition Records, records which indicate type of waste
1	9d	Radioactive Waste Disposal or Unplanned Deposition Records, unplanned deposition records
1	9e	Radioactive Waste Disposal or Unplanned Deposition Records, records of radioactive wastes discharged to atmosphere or to surface or ground water
1	10a1	Biological Laboratory Records, researcher's biology notebooks, notebooks deemed to have exceptional value

Special Materials Accountability Records

<u>Schedule</u>	<u>Item</u>	<u>Series Title</u>
5	5a	Reports of Apparent Losses, cases of widespread public interest

Legal Records

<u>Schedule</u>	<u>Item</u>	<u>Series Title</u>
7	9a	Litigation Files, significant case files
7	9b	Litigation files, intense public interest cases

7	9c	Litigation Files, cases reviewed by Supreme Court
7	9d	Litigation Files, cases involving personal injuries alleged to have been caused by radiation

Property Disposal Records

<u>Schedule</u>	<u>Item</u>	<u>Series Title</u>
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9	1	Surplus Property Precedential Case Files
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Accountable Officers Accounts Records

<u>Schedule</u>	<u>Item</u>	<u>Series Title</u>
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11	2a	Pension Plan Case Files, cases for which DOE has continuing liability
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11	3a	Casualty Insurance Plan Case Files, cases assigned to or administered by DOE
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Design and Construction Drawings and Related Records

<u>Schedule</u>	<u>Item</u>	<u>Series Title</u>
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14	1b 1-5	Project Planning and Design Files, records selected for architectural, historical, and technological significance
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14	2d 1-4	Project Construction Files, records selected for architectural, historical, and technological significance
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RECORDS SCHEDULE UNDER THE FOLLOWING DOE 1324.2A DISPOSITION AUTHORITIES:

Medical, Health, and Safety Records

<u>Schedule</u>	<u>Item</u>	<u>Series Title</u>
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1	1a 1a	Safety Management Records, occurrence investigation files, report files
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maintained by headquarters Division of Operational and Environmental Safety, occurrences of widespread public or Congressional interest

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| 1 | 1a1b | Safety Management Records, occurrence investigation files, report files maintained by headquarters Division of Operational and Environmental Safety, other cases |
| 1 | 3 | Medical or Health Research Project Case Files |
| 1 | 4a | Records Concerning Personnel Exposure to hazardous Concentration of Toxic Chemicals and Other Materials. standards, operating guides, and procedures |
| 1 | 4c | Records of Personnel Exposed to hazardous Concentrations of Toxic Chemicals and Other Materials, investigations establishing employee exposure |
| 1 | 4d1 | Records Concerning Personnel Exposure to hazardous Concentration of Toxic Chemicals and Other Materials. surveys indicating no industrial hazard |
| 1 | 5a1-2 | Radiation-Contamination Control Program Records, personnel exposure dose records |
| 1 | 5b1 | Radiation-Contamination Control Program Records, technical standards, operating guides, laboratory , operating, and radiation-contamination control procedures, historical file of standards, guides, and procedures |
| 1 | 5c | Radiation-Contamination Control Program Records, logbooks |
| 1 | 5d | Radiation-Contamination Control Program Records, routine radiation and contamination surveys |
| 1 | 5f | Radiation-Contamination Control Program Records, reports and engineering studies |
| 1 | 6 | Individual Employee Health Hazard Case File |
| 1 | 7a1 | Plant Records, radiation detection instrument calibration records, history of procedures |
| 1 | 8a1 | Environmental Contamination Measurement Records, general procedures |
| 1 | 8f | Environmental Contamination Measurement Records, data |

1	8g	Environmental Contamination Measurement Records, environmental monitoring reports
1	9a	Radioactive Waste Disposal or Unplanned Deposition Records, regulations
1	9b	Radioactive Waste Disposal or Unplanned Deposition Records, type of waste
1	9d	Radioactive Waste Disposal or Unplanned Deposition Records, unplanned deposition records
1	9e	Radioactive Waste Disposal or Unplanned Deposition Records, records of radioactive gaseous wastes
1	10a1	Biological Laboratory Records, researcher's biology notebooks, significance selected notebooks

Special Materials Accountability Records

<u>Schedule</u>	<u>Item</u>	<u>Series Title</u>
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5	5a	Reports of Apparent Losses, cases with widespread interest
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Legal Records

<u>Schedule</u>	<u>Item</u>	<u>Series Title</u>
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7	9a	Litigation Files, selected significant cases
7	9b	Litigation files, public interest cases
7	9c	Litigation Files, cases reviewed by Supreme Court
7	9d	Litigation Files, radiation personal injury cases

Property Disposal Records

<u>Schedule</u>	<u>Item</u>	<u>Series Title</u>
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9	1	Surplus Property Precedential Case Files
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Accountable Officers Accounts Records

<u>Schedule</u>	<u>Item</u>	<u>Series Title</u>
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11	2a	Pension Plan Case Files, cases for which DOE has continuing obligations
11	3a	Casualty Insurance/Workman's Compensation Plan Case Files, cases assigned to or administered by DOE

Design and Construction Drawings and Related Records

<u>Schedule</u>	<u>Item</u>	<u>Series Title</u>
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14	1b	Project Planning and Design Files, selected significance records
14	2d	Project Construction Files, selected significance records

CONTRACTOR RECORDS SCHEDULES

Personnel Records

<u>CRS</u>	<u>Item</u>	<u>Series Title</u>
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C1	1a1	Official Personnel Folders, contractors with safety and health clauses jobs held by employee
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Administrative Management Records

<u>CRS</u>	<u>Item</u>	<u>Series Title</u>
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C16	5a	Correspondence Files, plans and policies
C16	8b2	Activity or Status Reports, selected significant reports
C16	12a1a	Conference and Committee Records, national and international meetings, contractor coordination files
C16	12a2a	Conference and Committee Records, contractor program/mission group files

Cartographic, Aerial Photographic, Architectural, and Engineering Records

<u>CRS</u>	<u>Item</u>	<u>Series Title</u>
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C17	3	Published Maps
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C17	9	Survey Field Notes, Geodetic Controls, and Computations
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Design and Construction Drawings and Related Records

<u>CRS</u>	<u>Item</u>	<u>Series Title</u>
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C22	1b	Project Planning and Design Files, selected significant records
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C22	2d	Project Construction Files, selected significant records
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Medical, Health, and Safety Records

<u>CRS</u>	<u>Item</u>	<u>Series Title</u>
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C25	4	Medical or Health Research Project Case Files
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C25	5a	Records Concerning Personnel Exposure to hazardous Concentration of Toxic Chemicals and Other Materials, standards, operating guides, and procedures
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C25	5c	Records of Personnel Exposed to Hazardous Concentrations of Toxic Chemicals and Other Materials, investigations establishing employee exposure
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C25	5d1	Records Concerning Personnel Exposure to hazardous Concentration of Toxic Chemicals and Other Materials, surveys indicating no industrial hazard
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C25	6	Radiation-Contamination Control Program Records, personnel exposure dose records
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C25	6b1	Radiation-Contamination Control Program Records, technical standards, operating guides, laboratory operating and radiation-contamination control procedures, historical file of standards, guides, and procedures
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C25	6c	Radiation-Contamination Control Program Records, logbooks
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C25	6d	Radiation-Contamination Control Program Records, routine radiation and contamination surveys
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- C25 6f Radiation-Contamination Control Program Records, reports and engineering studies
- C25 7 Individual Employee Health Hazard Case File
- C25 8a1 Plant Records, radiation detection instrument calibration records
- C25 9a1 Environmental Contamination Measurement Records, general procedures
- C25 9f Environmental Contamination Measurement Records, data
- C25 9g Environmental Contamination Measurement Records, environmental monitoring reports
- C25 10a Radioactive Waste Disposal or Unplanned Deposition Records, regulations
- C25 10b Radioactive Waste Disposal or Unplanned Deposition Records, type of waste
- C25 10d Radioactive Waste Disposal or Unplanned Deposition Records, unplanned deposition records
- C25 10e Radioactive Waste Disposal or Unplanned Deposition Records, records of radioactive gaseous wastes
- C25 11a1 Biological Laboratory Records, researcher's biology notebooks, significant selected notebooks

**RECORDS SCHEDULED UNDER OTHER APPROVED DISPOSITION
AUTHORITIES:**

NI-434-88-1, Contractor Training Records

- Item 2 Contractor Employee Individual Folders with Information Relating to Hazardous Materials
- Item 3a Administrative Training Records

NI-434-89-1, Contractor Personnel Records

- Item 1 Individual Personnel Files
- Item 5 Job Classification Manuals
- Item 4a Health Unit Records, individual health case files

NI-434-96-4, Personnel Radiation Exposure Does Records--Film Badges

No individual items

NI-434-89-10, Idaho Operations Office

- Item 2 Safe Work Permits